RPT 1600: Multiple Transaction Exception report

[This report](#) lists card purchases that have been split between two or more receipts on the same date where the total of these transactions exceed the card's single purchase limit. This report helps you audit transactions that potentially violate your organization's business rules.

Using this Report

Use the Multiple Transaction Exception report to find instances where account holders make multiple transactions at the same merchant on the same date. Finding such transactions can help you recognize instances where account holders are trying to make purchases that exceed the cards' pre-set single purchase limits. Finding these instances can help you determine if you need to increase the purchase limits or take other actions.

Reporting Criteria

You must specify the following criteria to run this report:

- Date Range
- Unit or Account search criteria
  Note: When you search by account, you can select individual accounts. Searching by unit selects all accounts under the selected unit.

Features

This report includes the following features:

- Unit Name and Number
- Account Name and Number
- Single Purchase Limit
- Date Occurred
- Date Posted
- Merchant name and information
- Amount
- Exception total amount- transaction
- Exception total amount- account
- Exception total transaction count- account
- Exception total amount- unit
- Exception total transaction count- unit

Formatting Options

This report has the following formatting options:

- Display transaction notes
- Display grand totals
- Print criteria page
- Include a message in the report header

Output Options

You can export this report to the following file formats:

- PDF– Adobe Acrobat Portable Document Format file
- CSV– Comma Separated Values file
- Excel– Microsoft Excel spreadsheet file
- HTML– Hypertext Markup Language file

Note: The Multiple Transaction Exception report is best viewed as a PDF file.

Break Point/
Sort Order

Data is sorted in this report in the following order:

1. Merchant name
2. Transaction date

Data is grouped in this report by the following values:

- Unit
- Account

Report Number   RPT 1600

Card and Expense Management

1600 Multiple Transaction Exception Report

Run by: Procard Setup.

Report run: 11/5/2004 9:52:41 AM

Transactions occurring: 5/01/04 – 05/31/04

Notes:

Audit of May 2004 transactions made at the same merchant that exceed card's single purchase limit.

SALES ASSOCIATES (00000174)				
Date Occurred	Date Posted	Merchant	Amount	Exception Total
MICHAEL J MURPHY (****0000015527) Single Purchase Limit: 1000.00**				
5/16/2004	5/18/2004	HERTZ RENT-A-CAR	$906.25	
		COLUMBUS, OH		
		Notes:		
5/16/2004	5/21/2004	HERTZ RENT-A-CAR	$223.25	
		COLUMBUS, OH		
		Notes: Extended business trip three days.		
Total for HERTZ RENT-A-CAR exception				$1,129.50
5/1/2004	5/18/2004	OFFICE DEPOT	$701.80	
		CHARLOTTE, NC 282060000		
		Notes:		
5/1/2004	5/19/2004	OFFICE DEPOT	$510.50	
		CHARLOTTE, NC 282060000		
		Notes:		
Total for OFFICE DEPOT exception				$1212.30
Total exceptions for MICHAEL J MURPHY (******0000093298)		Transaction count: 4		$2,341.80
Total exception for SALES ASSOCIATES (00000174)		Transaction count: 4		$2,341.80

Card and Expense Management

1600 Multiple Transaction Exception Report

Run by: Procard Setup.

Report run: 11/5/2004 9:52:41 AM

Transactions occurring: 5/01/04 – 05/31/04

MARKETING (00000071)

SUZAN THOMPSON (****2233331289) Single Purchase Limit: 500.00**

Date Occurred	Date Posted	Merchant	Amount	Exception Total
6/16/2004	6/18/2004	AMAZON.COM	$500.70	
		CHARLOTTE, NC 282060000		
		Notes:		
6/16/2004	6/18/2004	AMAZON.COM	$210.50	
		CHARLOTTE, NC 282060000		
		Notes: Gifts for charity drawing.		
Total for AMAZON.COM exception				$711.20
6/16/2004	6/18/2004	CATERING CENTER	$500.00	
		CHARLOTTE, NC 2810652298		
		Notes:		
6/16/2004	6/18/2004	CATERING CENTER	$480.25	
		CHARLOTTE, NC 2810652298		
		Notes: Split food purchase for office party.		
Total for CATERING CENTER exception				$980.25

Total exceptions for SUZAN THOMPSON (******2233331289)	Transaction count: 4		$1,691.45
Total exception for MARKETING (00000071)	Transaction count: 4		$1,691.45

1600 Multiple Transaction Exception Report

Run by: Procard Setup.

Report run: 11/5/2004 9:52:41 AM

Transactions occurring: 5/01/04 – 05/31/04

GRAND TOTAL OF EXCEPTIONS   TRANSACTION COUNT: 8 $4,033.25

Report Criteria Summary

Date Range:	From: 4/1/2004	To: 10/30/2004
Group and total by:		
Primary:	Unit (ordered by Unit name)	
Secondary:	Account (ordered by account name)	
Transaction sort order:		
Primary:	Merchant name	
Secondary:	Date Occurred	
Tertiary:	Account name	
Display transaction notes:	Yes	
Display report grand totals:	Yes	
Print criteria summary on the last page:	Yes	
Include a header note:	No	
Selected accounts:		
Selected units:	RM CORPORATE OPERATIONS 00000063	